
**AUTHORIZATION FOR USE OF FIRST-CLASS OR PREMIUM-CLASS
OTHER THAN FIRST-CLASS (PCotFC) TRAVEL ACCOMMODATIONS**

INDIVIDUAL TRIP AUTHORIZATION

First-Class¹

☐

PCotFC

☐

(Please check authorization requested)

ORGANIZATION: _____

NAME: _____

GRADE: _____ - _____

TITLE: _____

TRIP ORIGIN: _____

TRIP DESTINATION: _____

COST:

FIRST-CLASS/PCotFC: _____

COACH FARE: _____

ADDITIONAL COST: _____

JUSTIFICATION: See Page 2

CARRIER (IF FOREIGN) _____

Signature of Employee _____

AUTHORIZED BY: _____ TITLE: _____ DATE: _____

RETURN

TO:

JUSTIFICATION: Check appropriate box and provide brief explanation:

1)	<input type="checkbox"/>	Regularly scheduled flights between the authorized origin and destination points provided only First-Class or PCotFC accommodations
2)	<input type="checkbox"/>	No space is available in coach-class in time to accomplish the mission (Only PCotFC may be authorized)
3)	<input type="checkbox"/>	Security Reasons
4)	<input type="checkbox"/>	Inadequate Sanitation (Only PCotFC may be authorized)
5)	<input type="checkbox"/>	Overall Cost Savings (Only PCotFC may be authorized)
6)	<input type="checkbox"/>	Use of Frequent Flyer Benefits (Only PCotFC may be authorized)
7)	<input type="checkbox"/>	Acceptance of Payment From a Nonfederal Source (Only PCotFC may be authorized)
8)	<input type="checkbox"/>	Travel in Excess of 14 Hours (Only PCotFC may be authorized)
9)	<input type="checkbox"/>	Agency Mission

EXPLANATION:
